



REQUEST FOR APPLICATIONS (RFA)

Parent, Family & Community Engagement
Mini-Grant

Total Grant Award: One Hundred and Fifty Thousand Dollars
(\$150,000)

RFA No.: DELPFCE06122014

Application Due: June 12, 2014 at 3:30pm EST

For more information contact:
Office of the State Superintendent of Education (OSSE)
810 First Street, NE, 9th Floor
Washington, DC 20002
(202) 442-4780
OSSE.DELgrants@dc.gov



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DEADLINES AND IMPORTANT DATES

Request for Applications (RFA) Release Date	Friday, May 16, 2014
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Deadline for Applications	Thursday, June 12, 2014 at 3:30 p.m. EST
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Award Announcement	Friday, June 20, 2014
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Grant Award Conference	Thursday, June 26, 2014
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Grant Period	Friday, June 27, 2014 to Tuesday, September 30, 2014
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CHECKLIST FOR APPLICATIONS

All applications must be submitted electronically to OSSE.DELgrants@dc.gov, no later than **3:30 p.m. EST**, on the deadline date of **Thursday, June 12, 2014**

- ☐ The Applicant has responded to all sections of the Request for Applications (RFA).
- ☐ The Applicant Profile, found in Attachment A, contains all the information requested and is placed at the front of the application.
- ☐ The Certifications, Licenses, and Assurances and Acknowledgement of District and Federal Statutes, listed in Attachments B and C are complete and contain the requested information.
- ☐ The Work Plan is complete and complies with the format found in Attachment D of the RFA.
- ☐ The Project Budget is complete and complies with the format found in Attachment E of the RFA. The budget narrative is complete and describes the category of items proposed.
- ☐ The application uses Times New Roman or Arial 12 point-type font for body text, with one-inch margins.
- ☐ The total written part of all required sections of the application does not exceed 10-pages.
- ☐ The appropriate appendices, as outlined in the application, and other supporting documentation are enclosed.



PURPOSE OF PROGRAM

Research has demonstrated that high-quality early childhood education is an effective strategy for improving the developmental outcomes and long-term success of children, especially low-income children. One hallmark of high-quality early childhood education is the opportunity for parent education and family engagement. Because parents are their children's first and most important teachers, early childhood education programs present a unique opportunity for engaging parents on the skills and knowledge they need to effectively facilitate early learning and development and to increase the overall effectiveness of early intervention programs. Researchers have also pointed to parent education and family engagement as an important yet overlooked indicator of early childhood education quality.

Parent education and family engagement opportunities can take the form of parenting or child development classes, parent group discussions, in-class participation or opportunities for parental involvement in other aspects of an early childhood program. Parent education and family engagement activities in the context of early childhood education have been linked to improved parenting practices at home, and research suggests that parent engagement contributes to short-term developmental gains for children as well as improved long-term well-being of the children and families who participate.

The Office of the State Superintendent is inviting applications from high-quality early childhood providers to implement innovative family engagement programs. Meaningful family engagement in children's early learning supports school readiness and later academic success. Parental involvement is a critical element of high-quality early care and education. When children's progress can be tied to classroom activities and home activities, development and learning are strongly reinforced and further family involvement is inspired. This funding initiative provides to community-based early childhood providers to engage families and the larger community through outreach, education, training, and leadership development. OSSE is looking for innovative, inclusive and sustainable strategies that involve the full community in amplifying their voice and strengthening partnerships with, and on behalf of, children in the District of Columbia.

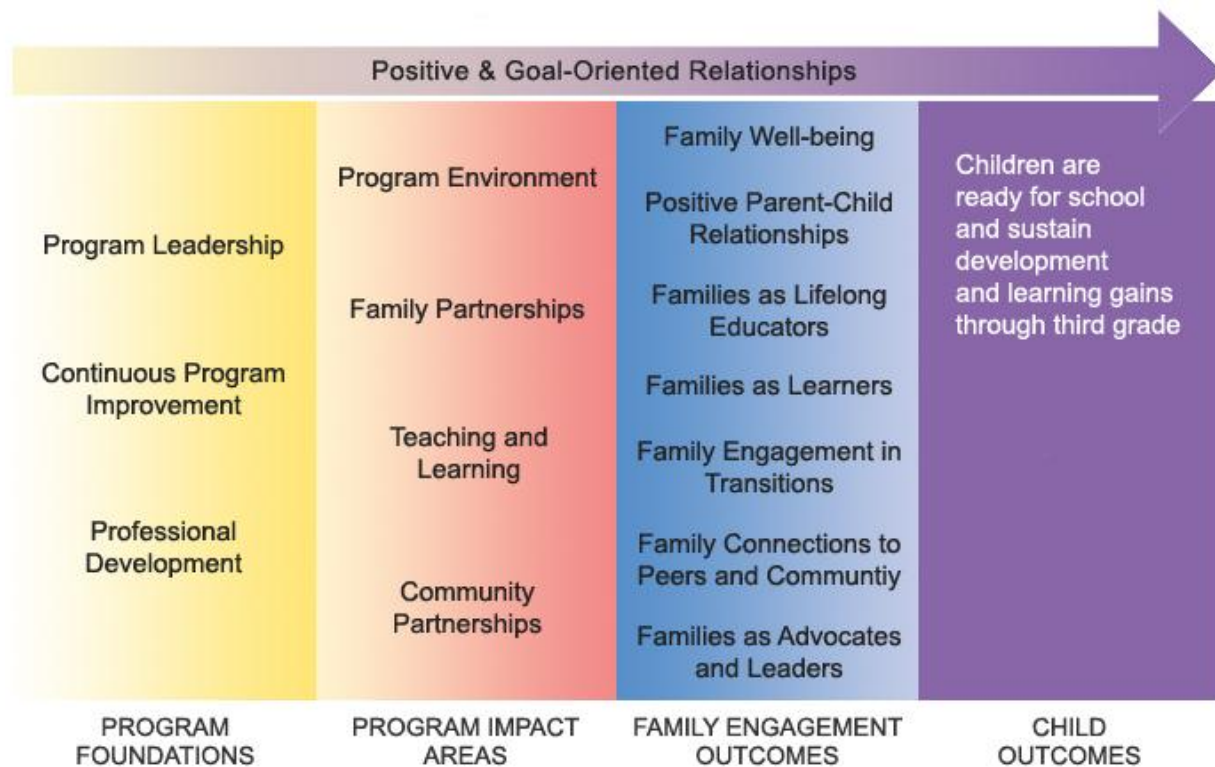
HEAD START APPROACH TO SCHOOL READINESS

Parent and family engagement in Head Start and Early Head Start is about building relationships with families that support family well-being; supporting strong relationships between parents and their children; and nurturing ongoing learning and development for both parents and children. The Parent, Family, and Community Engagement (PFCE) Framework is a roadmap for progress in achieving the types of outcomes that lead to positive and enduring change for children and families.



The PFCE Framework was developed in partnership with programs, families, experts, and the National Center on Parent, Family, and Community Engagement. It is a research-based approach to program change that shows how an agency can work together as a whole—across systems and service areas— to promote parent and family engagement and children's learning and development.

The PFCE Framework graphic demonstrates that when parent and family engagement activities are systemic and integrated across program foundations and program impact areas, family engagement outcomes are achieved. This results in children who are healthy and ready for school. Parent and family engagement activities succeed when they are grounded in positive, ongoing, and goal-oriented relationships with families.





ELIGIBILITY REQUIREMENTS

Eligible applicants are limited to community-based, center-based & home-based early childhood programs that meet the following requirements:

- Currently participate in the OSSE administered Child Care Subsidy program;
- Meet high-quality standards and program requirements as defined by Section 38-272.01, Establishing High-Quality Standards, in the District Code; and
- Possess a designation under the OSSE's *Going for the Gold* Tiered Rate Reimbursement System as follows:
 - Gold designation; or
 - Silver designation and has initiated the accreditation process.

CRITERIA

Proposals will be considered in two areas:

- Build the knowledge, skills and abilities of parent, family and community leaders to advocate on behalf of their children and participate collaboratively with early childhood centers.
- Addressing Student Needs: Specific strategies for parents or community-based groups to work with early childhood educators to increase cultural competency and knowledge of different students' learning needs., especially those from special populations.

FUNDING PRIORITIES

OSSE supports the following priorities, but innovative program ideas are not limited to the following:

- Creating intentional family engagement activities and connections that result in trusted relationships with families;
- Actively identifying and serving families that are the most socially isolated, "hard to reach," and hence at greatest risk for developmental delays;
- Providing high quality, accurate consumer information and parent education based on research-based best practices;
- Providing evidence-based early and family literacy programming;
- Supporting families through the continuum of services and supports needed for child development birth to 5, including intentional support into kindergarten; and
- Providing linkages to comprehensive services to support optimal child development for families and for early education and care programs.



FUNDING

Source of Grant Funding

Funding for the ***Parent, Family & Community Engagement Mini-Grant*** is made available through the Health and Human Services Child Care Development Fund (CCDF).

Award Period

The grant period is from June 27, 2014 to September 30, 2014.

Grant Awards and Amounts

This funding opportunity is designed to build vital partnerships between early childhood centers and parents, families and communities that strengthen the quality of early childhood education in the District of Columbia. Strong parent and community involvement are cornerstones to high levels of achievement for children.

After reviewing the recommendations of the review panel and other relevant information, the OSSE shall make a final decision on which Applicant(s) will receive funds, and determine the amount to be funded to each grantee. The maximum amount per award is \$5,000.



TERMS AND CONDITIONS

Should a grantee fail to achieve the stated goals and objectives described in the individual proposal under this application, the grantee may be subject to penalties that include, but are not limited to, termination of the grant award.

OSSE, at its sole discretion, reserves the right to cancel this solicitation and not award any grant for this requirement. Additionally, OSSE reserves the right to issue addenda and/or amendments subsequent to the issuance of the RFA, or to rescind the RFA in its entirety. OSSE may suspend or terminate an outstanding RFA pursuant to its own grant making rule(s) or any applicable federal regulations or requirement.

OSSE also reserves the right to accept or deny any or all applications if OSSE determines it is in the best interest of the agency to do so. OSSE shall notify the Applicant if it rejects the Applicant's proposal. OSSE shall not be liable for any costs incurred in the preparation of applications in response to the RFA.

If there are any conflicts between the terms and conditions of the RFA and any applicable federal or local laws or regulations, or any ambiguity related thereto, then the provisions of the applicable laws or regulations shall control, and it shall be the responsibility of the Applicant to ensure compliance.

Anti-Deficiency Considerations

The Grantee must acknowledge and agree that the commitment to fulfill financial obligations of any kind pursuant to any and all provisions of a grant award, or any subsequent award shall remain subject to the provisions of (i) the federal Anti-Deficiency Act, 31 U.S.C. §§1341, 1342, 1349, 1351, (ii) the District of Columbia Anti-Deficiency Act, D.C. Official Code §§ 47-355.01-355.08 (2001), (iii) D.C. Official Code § 47-105 (2001), and (iv) D.C. Official Code § 1-204.46 (2006 Supp.), as the foregoing statutes may be amended from time to time, regardless of whether a particular obligation has been expressly so conditioned.

Use of Funds

- Grant funds shall only be used to support activities delineated in the Eligibility Requirements of this RFA and included in the Applicant's submission.
- OSSE will provide each Grantee with a fifty percent (50%) percent advance to commence the project.
 - All receipts from the advance **MUST** be received and reconciled with OSSE no later than sixty (60) days from the date of receipt of the advance. All advances not reconciled within sixty (60) days will result in an automatic immediate suspension of the grant award and a payment hold with OSSE.



- Grantees must be in full compliance with all OSSE grants and programs as a condition to receive funds as part of the Parent, Family & Community Engagement Mini-Grant.

Insurance

An Applicant that is awarded grant funding under this RFA must provide in writing the name of all of its insurance carriers and the type of insurance provided prior to execution of the award. A copy of the binder or cover sheet of a grantee's current policy for any policy that covers activities that might be undertaken in connection with performance of the grant, showing the limits of coverage and endorsements, must be provided.

All policies, except the Workers' Compensation, Errors and Omissions, and Professional Liability policies, that cover activities that might be undertaken in the performance of the grant, shall contain additional endorsements naming the Government of the District of Columbia and its officers, employees, agents and volunteers as additional named insured with respect to liability arising out of the performance of services under the award.

The Grantee shall require their insurance carrier of the required coverage to waive all rights of subrogation against the District, its officers, employees, agents, volunteers, contractors and subcontractors.



APPLICATION PACKAGE

Eligible entities interested in submitting an application for consideration of this funding opportunity should submit an application with the following elements:

- **Executive Summary** – What is the proposal? *(Value: 10 points)*
 - Describe proposal and clearly state your goals.
(2 page maximum);
- **Evidence and Innovation**- Why is this important? *(Value: 25 points)*
 - Provide evidence that describes the challenges this proposal is designed to address using qualitative data, quantitative data and stories.
 - Describe how this project will create different outcomes for young children and create equity amongst early childhood communit(ies).
(2 page maximum)
- **Actions to be taken** – What will you do? *(Value: 20 points)*
 - Describe proposal objectives, activities, and timeframe. Specify data indicators to measure effectiveness and progress (Complete Work Plan, Attachment D).
(2 page maximum)
- **Responsibilities** – Who will do it what? *(Value: 10 points)*
 - Who is taking the lead and what is their specific role?
 - Describe any partnerships, including their roles and responsibilities and how their involvement adds value to the goals of the proposal
 - Describe the level of enthusiasm that exists for this initiative within your center or the larger community.
(1 page maximum)
- **Outcome & Impact**- How will you know? *(Value: 25 points)*
 - Describe the process you will use to identify, track and analyze the indicators.
 - Describe how the activities and lessons can help inform other centers and communit(ies).
(2 page maximum)
- **What will this cost?**- *(Value: 10 points)*
 - Describe how each line item expense will be used and how that relates to your objectives and activities.
 - Complete the attached budget form (Attachment E).
 - If this initiative's budget is larger than the support from OSSE, please list other sources of funds you will use.
 - If this initiative is ongoing, describe your ideas for long-term funding to sustain the project.
(1 page maximum)



- **Appendices-** section with technical materials, additional requirements, supporting documentation and endorsements, including:
 - Documentation of organizational status (e.g. Tax Exemption Letter);
 - Certifications, Licenses, and Assurances and Acknowledgement of District and Federal Statutes (*Attachments B-C*);
 - Conflict of Interest Policy, signed by all Board of Directors members for Applicant organization, consisting of a set of procedures outlining how the Applicant organization avoids the possibility that those in positions of authority over an organization receive undue advantages or inappropriate benefits. This document shall be agreed upon and signed by all board members;
 - Separation of Duties Policy that indicates how the organization separates financial transactions/duties between people within the organization for the purposes of preventing fraud and or waste. This policy should reflect the process of how major financial processes are handled, such as assets handling, book keeping, and transaction comparison or review;
 - Certificate of Clean Hands - completed and submitted to the District of Columbia - Office of Tax and Revenue (DC OTR). Applicants must plan for the approximately seven (7) to fourteen (14) business days necessary to process an application for a Certificate of Clean Hands from the DC OTR; and
 - Copy of District of Columbia Child Care License.

Note: Total application written pages cannot exceed 10 pages. Applications over the 10-page written limit will be disqualified from being reviewed. Appendices and Attachments do not count against the 10-page total.



APPLICATION SUBMISSION

In order to be considered for funding, applications must be received electronically no later than **June 12, 2014, by 3:30 p.m. EST**. Applications received after 3:30 p.m. EST will not be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission.

Applications must be electronically emailed to OSSE.DELgrants@dc.gov. Attention:
Walter C. Lundy, Jr., M.Ed., Associate Director



REVIEW AND SCORING OF APPLICATIONS

Review Panel

Applicants' proposal submissions will be objectively reviewed against the specific scoring criteria outline in the application package (p. 11). The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in early childhood, construction/facility improvement and/or childcare licensing. The review panel will review, score, and rank each Applicant's proposal against established scoring criteria. Upon completion of review, the panel shall make recommendations for an award based on the scoring process. OSSE shall make the final funding determination.

Award Determinations

The recommendations of the review panel are advisory only and are not binding on the OSSE. After reviewing the recommendations of the review panel and other relevant information, the OSSE shall make a final decision on which Applicant(s) will receive funds and the amount to be funded.



ATTACHMENT A: Applicant Profile

Place this form at the front of the application.

Program: _____ Date of Submission: _____

ORGANIZATION	<p>Organization Name: _____</p> <p>Phone Number: _____ Fax: _____</p> <p>Physical Address of Project Site: _____</p> <p>City: _____ State: _____ Zip: _____ Ward: _____</p> <p>E-Mail Address: _____</p> <p>Federal Tax Identification No.: _____</p> <p>D-U-N-S. No.: _____</p> <p>Budget -Total Funds Requested: \$ _____</p>
CONTACT PERSON	<p>Contact Name: _____ Title: _____</p> <p>E-Mail Address: _____</p> <p>Phone Number: _____ Fax Number: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p>



MAIL REIMBURSEMENT TO	<p>Contact Name:_____ E-Mail Address:_____</p> <p>Phone Number:_____ Fax Number:_____</p> <p>Address:_____</p> <p>City:_____ State:_____ Zip:_____</p>
CONTACT INFORMATION	<p>Site _____ Name: _____</p> <p>Site _____ Address: _____</p> <p>City:_____ State:_____ Zip:_____ Ward:_____</p> <p>Site Phone Number:_____ Site Fax:_____</p> <p>Contact Person:_____ Title:_____</p> <p>E-Mail Address:_____</p> <p>Mail Address of Site (If different than above)</p> <p>Address:_____</p> <p>City:_____ State:_____ Zip:_____ Ward:_____</p>



CLASSIFICATION	<p>Type of Applicant</p> <p><input type="checkbox"/> Child Care Center</p> <p><input type="checkbox"/> Family Home Provider</p> <p>Accreditation <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, what accrediting Body</p> <p><input type="checkbox"/> National Association for the Education of Young Children (NAEYC)</p> <p><input type="checkbox"/> National Association for Family Child Care (NAFCC)</p> <p><input type="checkbox"/> Council of Accreditation</p> <p><input type="checkbox"/> Other _____(Specify)</p> <p>Contact Person:_____</p>
AUTHORIZED TO SIGN GRANT AWARD (GAN)	<p>Authorized Name:_____ Title:_____</p> <p>E-Mail Address:_____</p> <p>Phone Number:_____ Fax Number:_____</p>



SIGNATURES			
	Signature	Title	Date
	Signature	Title	Date



ATTACHMENT B: Certifications, Licenses and Assurances

Financial Records

All Grantee fiscal records are to be kept in accordance with **Generally Accepted Accounting Principles (GAAP)**, and ensure: accountability for all funds, tangible assets, revenue, and expenditures; that all fiscal records are accurate, complete and current at all times; and that these records will be made available for audit and inspection as required.

Overdue Taxes

Applicant must be current on payment of all federal and District taxes, including Unemployment Insurance taxes and Workers' Compensation premiums.

Administrative and Financial Capability

Applicant has the demonstrated administrative and financial capability to provide and manage the proposed services and ensure an adequate administrative, performance and audit trail;

Applicant is a financially viable organization not subject to federal liens or bankruptcy proceedings; and

Applicant is not proposed for debarment or presently debarred, suspended, or declared ineligible, as required by Executive Order 12549, "Debarment and Suspension," and implemented by OMB Guidelines to Agencies on Government wide Debarment and Suspension (non-procurement) 2 CFR 180, for prospective participants in primary covered transactions and is not proposed for debarment or presently debarred as a result of any actions by the District of Columbia Contract Appeals Board, the Office of Contracting and Procurement, or any other District contract regulating Agency.

Implementation Capability

That the Applicant has the proposed financial resources and the necessary production, construction, and technical equipment and facilities adequate to perform the grant or sub grant, or the ability to obtain them;

Applicant has the ability to comply with the required or proposed delivery or performance schedule, taking into consideration all existing commercial and governmental business commitments;

That the Applicant has a satisfactory performance record performing similar activities as detailed in the award;

The Applicant has a satisfactory record of integrity and business ethics;

The Applicant has the necessary organization, experience, accounting and operational



controls, and technical skills, or the ability to obtain them;

The Applicant is in compliance with the applicable District licensing and tax laws and regulations;

The Applicant's child development facility has a current, valid license, no pending Notices of Infractions, no Fire Code Violations, and no unresolved complaints against the facility; and

The Applicant has conducted Criminal Background Checks for all staff. Staff is in compliance with immunization requirements.

Misconduct Certifications

The Applicant is required to disclose in a written statement, the truth of which is sworn or attested to by the Applicant, whether the Applicant, or where applicable, any of its officers, partners, principals, members, associates or key employees, within the last three (3) years prior to the date of the application, has:

- Been indicted or had charges brought against them (if still pending) and/or been convicted of (a) any crime or offense arising directly or indirectly from the conduct of the Applicant's organization or (b) any crime or offense involving financial misconduct or fraud, or
- Been the subject of legal proceeding arising directly from the provision of services by the organization. If the response is in the affirmative, the Applicant shall fully describe any such indictments, charges, convictions or legal proceedings (and the status and disposition thereof) and surrounding circumstances in writing and provide documentation of the circumstances.

Assurances

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-87A-110, A-122, A-128, A-133; Executive Order 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR, Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally-assisted project.

The Applicant further provides assurances that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the Applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the Applicant to act in connection with the application and to provide such additional information as may be required.



2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 PL 91-646 which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, *et. seq.*).
4. It will comply with the minimum wage and maximum hour's provisions of the Federal Fair Labor Standards Act if applicable.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency of the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of Law, program requirements, and other administrative requirements.
8. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-l *et. seq.*) by (a) consulting with the State Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
9. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18. Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.



10. It will comply, and all its contractors will comply, with: Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; Subtitle A, Title III of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; and the Age Discrimination Act of 1975.
11. In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, U.S. Department of Justice.
12. It will provide an Equal Employment Opportunity Program, if required to maintain one, where the application is for \$500,000 or more.



ATTACHMENT C: Applicable District and Federal Statutes and Regulations Acknowledgement

The Grantee shall comply with all applicable District and Federal Statutes and regulations as may be amended from time to time including but not necessarily limited to:

- The Americans with Disabilities Act of 1990, Pub. L. 101-336, July 26, 1990, 104 Stat. 327 (42 U.S.C. 12101 *et seq.*);
- Title II of the Americans with Disabilities Act;
- Rehabilitation Act of 1973, Pub. L. 93-112, Sept. 26, 1973, 87 Stat. 355 (29 U.S.C. 701 *et seq.*);
- Rehabilitation of the Handicapped Act (Section 504);
- The Hatch Act, Chap. 314, 24 Stat. 440 (7 U.S.C. 361a *et seq.*);
- The Fair Labor Standards Act, Chap. 676, 52 Stat. 1060 (29 U.S.C. 201 *et seq.*);
- The Clean Air Act (Sub grants over \$100,000) Pub. L. 108-20 I, February 24, 2004 (42 USC cha. 85 *et seq.*);
- The Occupational Safety and Health Act of 1970, Pub. L. 91-596, Dec. 29, 1970, 84 Stat. 1590 (26 U.S.C. 651 *et seq.*);
- The Hobbs Act (Anti-Corruption), Chap 537, 60 Stat. 420 (see 18 U.S.C. § 1951);
- Equal Pay Act of 1963, Pub. L. 88-38, June 10, 1963, 77 Stat. 56 (29 U.S.C. 201);
- Age Discrimination Act of 1975, Pub. L. 94-135, Nov. 28, 1975, 89 Stat. 728 (42 U.S.C. 6101 *et seq.*);
- Age Discrimination in Employment Act, Pub. L. 90-202, Dec. 15, 1967, 81 Stat. 602 (29 U.S.C. 621 *et seq.*);
- Military Selective Service Act of 1973;
- Title IX of the Education Amendments of 1972, Pub. L. 92-318, June 23, 1972, 86 Stat. 235, (20 U.S.C. §§ 1681-1688);
- Immigration Reform and Control Act of 1986, Pub. L. 99-603, Nov 6, 1986, 100 Stat. 3359, (8 U.S.C. 1101);



- Executive Order 12459 (Debarment, Suspension and Exclusion);
- Medical Leave Act of 1993, Pub. L. 103-3, Feb. 5, 1993, 107 Stat. 6 (5 U.S.C. 6381 *et seq.*);
- Drug Free Workplace Act of 1988, Pub. L. 100-690, 102 Stat. 4304 (41 U.S.C. 701 *et seq.*);
- Assurance of Nondiscrimination and Equal Opportunity as found in 29 CFR 34.20;
- District of Columbia Human Rights Act of 1977, D.C. Official Code §2-1401.01;
- Title VI of the Civil Rights Act of 1964;
- District of Columbia Language Access Act of 2004, DC Law 15 - 414, (D.C. Official Code § 2-1931 *et seq.*);
- Lobbying Disclosure Act of 1995, Pub. L. 104-65, Dec 19, 1995, 109 Stat. 693, (31 U.S.C. 1352);
- Title II of the Child and Youth, Safety and Health Omnibus Amendment Act of 2004, effective April 13, 2005 (D.C. Law 15-353; D.C. Official Code § 4-1501.1 *et seq.*, 2005 Supp., as amended);
- District of Columbia Living Wage Act of 2006, D.C. Law 16-118 (D.C. Official Code §2-220.01 to .11);
- District of Columbia Day Care Policy Act of 1979, as amended, effective September 19, 1979, D.C. Law 3-16; D.C. Official Code §§ 4-401(4), and 4-413) (2008 Repl.);
- District of Columbia Child Development Facilities Regulation Act of 1998, as amended, effective April 13, 1999, D.C. Law 12-215, D.C. Official Code § 7-2036(b) (2008 Repl.);
- Prevention of Child Abuse and Neglect Act of 1977 (D.C. Official Code § 16-2363);
- Pre-K Enhancement and Expansion Amendment Act of 2008;
- United States Departments of Labor, Health and Human Services, Education and related Agencies Appropriations Act of 1995, Pub. L. 103-333, Section 507: Purchase of American-Made Equipment and Products; and
- The Pro Children Act of 1994, Part C, Pub. L 103-227.



As the duly authorized representative of the applications, I hereby certify that the Applicant will comply with the above Certifications, Licenses and Assurances

Authorized Representative Signature and Title

Date



ATTACHMENT D: Work Plan

Agency:					Submission Date:		
Services Area:					Project Manager:		
Budget:					Telephone #:		
Measurable Objectives	First Period		Second Period		Third Period		Fourth Period
Objectives:	March	April	May	June	July	Aug	Sept
Activities:							
1.							
2.							
3.							
4.							
5.							
6.							
7.							



ATTACHMENT E: Budget

Organization:		Program Year:	
Service Area:		Project Manager:	
Budget:		Telephone Number:	
CATEGORY	GRANT FUNDS	MATCHING FUNDS (If Applicable)	TOTAL
Travel			
Equipment			
Materials and Supplies			
Consultants/Contractual			
Other Direct Cost (specify)			
TOTAL			



ATTACHMENT F: Statement of Confidentiality



GOVERNMENT OF THE DISTRICT OF COLUMBIA STATEMENT OF CONFIDENTIALITY

I, _____, hereby affirm that I will hold
(Name)
confidential any information gathered or disclosed to me as a staff member/volunteer of
_____ as set forth in Section §16-2363 of the Prevention of Child
(Organization)
Abuse and Neglect Act of 1977. I also affirm that I will not disclose any information from
any project meetings that is not a matter of public record.

I understand that the unauthorized disclosure of any information divulged to me pursuant to D.C. Law §16-2363 will be considered a misdemeanor and upon conviction thereof, subject me to a \$250 fine or imprisonment for not more than ninety (90) days, or both under D.C. Law §16-2363, unless released for purpose related to the treatment of the child and/ or his/her family.

By signing the document, I acknowledge that I have read and fully understand the statement contained herein.

Signature

Title

Date

Name of Organization